

## **UFA Executive Board Meeting Policy – Draft**

### **A. Schedule of Meetings**

1. The Executive Board shall meet twice monthly while school is in session or at the call of the President or the request of three (3) Executive Board members (UFA Constitution IV.A).

### **B. Agenda**

1. The President shall prepare the agenda for each Board meeting. The agenda should include: action items, discussion items, and member items. Action items require a vote of the Board.

2. Board members may add agenda items through the President, but may also bring matters to the attention of the entire Board as a member item before the conclusion of any Board meeting.

### **C. Conduct of Meetings**

1. In the absence of the President, the Vice President will call the meeting to order. In the absence of both the President and Vice President, the Secretary will call the meeting to order.

2. In discussions, members shall provide other Board members the opportunity to speak to the issues or matters at hand.

3. If the discussion is not germane to the issue or matter at hand, the Board member may be ruled out of order.

4. Bargaining unit members who are not members of the Board may attend Board meetings as observers. Observers may speak if recognized by the President.

5. The President may call an executive session for the Board to discuss and/or act upon confidential matters. Observers shall not be present during executive session.

6. Board discussions in executive session shall remain confidential – not to be shared with anyone outside the Board.

### **D. Voting**

1. A quorum for Executive Board meetings shall be seven (7) Board members. The Executive Board can conduct official business only if a quorum is present (UFA Constitution III.F).

2. Action items must be opened for a vote by a seconded motion.

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3. The Board shall record the names of the maker of motions and the seconder in the official minutes.

4. Each Board member has an equal vote.

5. Board members may vote by proxy if they are unable to attend a given meeting. In order to do so they must vest another Board member with their proxy in writing or email to the President one day prior to the scheduled meeting.